

**RICHMOND POLICE DEPARTMENT GENERAL ORDER**

NOTE: This directive is for internal use only, and does not enlarge an employee's civil liability in any way. It should not be constructed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

Chapter 8	Number 10	Effective Date 01/07/11	Review Date 2014
Subject SPECIAL EVENTS			☐ New Order ☒ Replaces G. O. 8-10 (06/09/06)
References CALEA 46.2.7 VLEPSC OPR.05.03b			
 _____ Chief of Police or Designee		01/07/11 _____ Date	

I. PURPOSE

The purpose of this directive is to establish an overall plan for addressing special events.

II. POLICY

It is the policy of the Richmond Police Department to establish uniform guidelines for special events. It shall be the responsibility of the Officer-In-Charge (OIC) of the Special Events Division (**SED**) or his/her designee to coordinate all special events. ***However, in some instances, a special event may be handled by the Department's Extra-Duty Coordinator who has been designated to coordinate extra-duty assignments including those events in which an event promoter or private citizen hires extra-duty officers.***

A written estimate of manpower needs (traffic and crowd control), special equipment needs, crime problems, permits required and any other activity needed to facilitate the safe and orderly conduct of a special event shall be submitted to the Permits and Special Events Coordinator. ***Factors such as current neighborhood activities, event history, anticipated alcohol consumption, crowd attendance and behavior may also be addressed.*** A copy of the ***Special Event Operational Plan*** and After-Action Report shall be kept on file with the Special Events Division.

III. ACCOUNTABILITY STATEMENT

All employees are expected to fully comply with the guidelines and timelines set forth in this general order. Failure to comply will result in appropriate corrective action. Responsibility rests with the Division Commander to ensure that any violations of policy are investigated and appropriate training, counseling and/or disciplinary action is initiated.

IV. DEFINITIONS

SPECIAL EVENT – Any pre-planned event held within the City limits which may require police manpower *deemed necessary by the Chief of Police*. *A special event is considered to be, although not limited to, a parade, walk, run, bike ride, procession (excluding funeral procession) or festival requiring interagency coordination for the temporary use of public space under the ownership or control of the City of Richmond. A special event requires changing, restricting or adapting the normal and usual regulations or controls of such space held open for use by the general public not including sidewalks and parks for activities of a recreational, entertainment, amusement, educational or civic nature not conducted for vending, marketing or commercial purposes. The special event shall be subject to user fees for permits and licenses to cover the costs to the City of Richmond for providing police, fire and other public services that are necessary to protect public health and safety.*

NOTE: *Activities protected by the First Amendment to the United States Constitution, including assemblies organized to consult for the common good, petition the government, exercise worship or religion or demonstrate as a public display of sentiment for or against a person or cause for the purposes of speech making or address (example: protests, marches). Such events do not require the approval of the Richmond Police Department; however, organizers of such events should notify the Department's Homeland Security/Criminal Intelligence Unit in advance of the activity.*

V. PROCEDURE

A. Checklist when *preparing an operational plan for a* Special Event:

1. Designate a single individual as the Event Coordinator, who shall:

- a) Review Traffic Control Plans – Anticipate conditions that create traffic congestion such as:
 - (1) Closed streets;
 - (2) Competing events;
 - (3) Transportation Systems (trains, buses, trolleys, commuters)
 - (4) Major construction;
 - (5) Major maintenance;
 - (6) ***Adverse or unfavorable situations involving vehicles;***
 - (7) Traffic signal duration;
 - (8) Working hours of area businesses;
 - (9) Driveways;
 - (10) Railroad crossings;

- (11) Weather conditions; and,
 - (12) Selected area(s) – (*ensuring that the selection* will house the anticipated crowd and accommodate parking at both the start and finish of the event).
- b) Advise the appropriate authorities, *including the following notifications*, of the event, *providing* dates, times, locations, expected attendance and *any additional pertinent information*:
- (1) *Chief of Police and Senior Command Staff including Commanders and Captains*;
 - (2) Richmond Ambulance Authority (RAA);
 - (3) Greater Richmond Transit Company (GRTC);
 - (4) Other jurisdictions (police agencies) that may be affected;
 - (5) *City of Richmond, Department of Public Works, Transportation Engineering Division*;
 - (6) *City of Richmond, Department of Fire and Emergency Services*; and
 - (7) *City of Richmond, Department of Public Works*.
- c) Ensure that all required permits are obtained, which *may* include the following:
- (1) Street closures;
 - (2) Public posting of '*No Parking*' signs;
 - (3) Parking permits;
 - (4) Vendors;
 - (5) ABC permits; *and*,
 - (6) Parade permits.
- d) If possible, ensure that any activity which adversely impacts public safety and security is suspended.
- e) *Via the Department's* Public Affairs Unit, inform media *outlets* and other *public venues of the event and any road closures or redirection of traffic that will occur during the event*.
- f) *Utilize reverse 911 for major events that will affect parking, road traffic and access to the area by citizens and business owners*.

- g) Advise the event sponsor, in writing, of the need to contract for the following:
 - (1) Signs;
 - (2) Cones;
 - (3) Barricades;
 - (4) Ropes;
 - (5) Lights;
 - (6) Fire trucks;
 - (7) Ambulances;
 - (8) Wreckers; and,
 - (9) Off-duty police officers or security officers.
 - h.) Provide police escorts and protection, as needed.
 - i.) Control and secure streets ***that will be affected by the event.***
 - j.) Create a ***traffic plan that will allow easy, organized access and a quick and organized departure from the event utilizing main streets and interstate highways.***
 - k.) Ensure adequate signs are in place to control parking and blocking of route.
2. Procedure for preparing for an emergency (contingency plan):
- a) Determine personnel and communication needs when an emergency occurs and know where to establish command posts;
 - b) Establish emergency routes and locations for police, fire and medical personnel;
 - c) Arrange for tow trucks to be immediately available;
 - d) Establish emergency route to transport arrestees; and,
 - e) Create a plan to prevent unauthorized vehicles and people from using public roads to get to an event in case of a major crowd control problem or disaster.

NOTE: The procedures stated above shall be performed by the Extra-Duty Coordinator for those events in which a promoter or private citizen hires extra-duty officers to staff the event.

B. Procedure for Assignment Notification:

1. The OIC of the Special Events Division (***SED***) or designee will distribute a copy of the ***Operational Plan*** to all affected OICs ***when the event is planned and managed by SED. When an event is not planned or managed by SED and requires hiring a minimum of five (5) off-duty Richmond Police Officers, the coordinator of the event will submit, within 72 hours of the event, an operational plan to the OIC of Off-Duty Employment or designee for revisions or approval. The OIC of Off-Duty Employment will forward the operational plan to the OIC of SED.*** The plan will contain at a minimum the following:
 - a) The name of the Event Coordinator;
 - b) The name of any employee with an assignment;
 - c) The date, time and location of the assignment; and,
 - d) Any special instructions for the assignment.
2. All supervisors will ensure that all personnel under their command with an event assignment are briefed in a timely manner and are given a written copy of the assignment containing their specific job responsibilities.

C. ***Hiring of 5 or More Off-Duty/Extra-Duty Officers:***

An event in which an event promoter, the City of Richmond or its authorized sponsor(s) hires a minimum of five (5) off-duty/extra-duty officers shall require the assigned Event Coordinator or Extra-Duty Coordinator to complete an operational plan within 72 hours of the event and an After-Action Report within 48 hours following the event, electronically submitting both to the Special Events OIC or designee within hours 72 post-event.

NOTE: For certain pre-determined events, an After-Action Report will be submitted only if a significant incident occurs. (Example: The Richmond Folk Festival would require an After-Action Report; however, a Coliseum concert or nightclub party would mandate an After-Action Report if a significant incident takes place.)

VI. FORMS

Application and Permit for Parking

Application and Permit for Parade

Application and Permit for Street Closure

Special Events Operational Plan

After-Action Report